



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 03/08/2016	Employee Requisition Number ER-16094	JOB OPPORTUNITY	
Title/Position: SELF GOVERNANCE COORDINATOR			
Pay Grade SG 11		Salary Range \$45,448-59,342	
Department: TRIBAL ADMINISTRATOR		Classification Full Time	
		Location: Okmulgee	Location Code: 50
			FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Within the Administration Department and under the general direction of the Tribal Administrator working in conjunction with the various major department heads, the Self-Governance Coordinator works under a team management approach for the development and implementation of educational/community services programs/projects. The purpose of this position shall be to perform oversight, monitoring and inspection of activities and services to assure that the Nations plans and/or agreements for implementation thereof and in compliance with the provisions of applicable federal and tribal laws, regulations and rules governing the use and expenditure of federal or tribal funds.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Conduct required activities to achieve the implementation/improvement of the Nations Self- Governance Compact(s). Ensure statutory and regulatory compliance of the implemented Self- Governance Compact(s). 2. Serve on the Nations Self-Governance negotiation team; provide analysis of federal budgets and recommendations of possibilities of availability for use in the negotiations proceeding. Prepare annual funding agreement for Self-Governance Compact(s), including program planning design/redesign. Insures that reporting, evaluation and base line requirements are met. 3. Evaluate other Federal programs for possible eligibility for inclusion in the Muscogee (Creek) Nation Self-Governance compacts(s). Work with Muscogee (Creek) Nation Council in furthering an understanding of available programs and Tribal responsibilities under Self-Governance Compacts(s). 4. Monitor Federal legislative activity regarding Self-Governance Laws and Regulations and prepare written reports on the impact of proposed Federal legislation on the Muscogee (Creek) Nations Self-Governance Compact(s). 5. Serve as the contact person with funding agencies officials concerning Self-Governance. 6. Assist in developing program/project proposals that are relevant to needs, plans, and priorities of the nation in related program areas. 7. Develop and maintain standards for programs and projects, in



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	<p>conjunction with Department Heads, to be most effective with the Nations organization.</p> <p>8. Assess the social, human resource and cultural development goals of the Nation, analyze needs and assist in the design of program and delivery systems which will meet those needs.</p> <p>9. Assure that all activities conducted under any of plans adopted by the Nation are in compliance with regulations or other applicable Federal and Tribal Laws, rules, and regulations.</p>
Minimum Requirements:	BA or BS in Liberal Arts, Business Administration, Management, or related areas with five years' experience in preparation/administration of grants and contracts or a combination of both. Experience in planning and development in the area of Federal programs especially under P.L. 93-638. Sound programming and budgetary skills and understanding of government generated financial documents. Experience in research, planning, proposal preparation and programming. Excellent oral and written communication skills.
Preferred Requirements:	Requirements-emphasis on ability to understand and interpret P.L. 93-638, P.L. 100-472, P.L. 102-184, USC 25 and the corresponding Federal Regulations, and the ability to apply findings. Advanced understanding of Tribal government, the relationship between the United States and Tribal governments, and the concept of consensus politics in communities. Sound skills in programming and related requirement of budget preparation. Understanding of government generated financial documents.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	3. Special Considerations-Substantial experience in the design, implementation and administration of P.L. 100-472, Title III, Self-Governance Compact(s) or related P.L. 93-638 programs, activities, functions, services, staffing patterns and the Federal Budget and process. Training in legal analysis and writing highly desirable. Preference is given to persons of Creek and Indian descent. Ability to speak and understand Muscogee (Creek) language an added selective factor.

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.



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- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;
Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.